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Office Memorandum • UN	ITED STATES GOVERNMENT
TO : Chief, Plans & Policy Staff/TR	DATE: 17 August 1955
FROM : Chief, Administrative Branch/TR	
subject: Weekly Activity Report No. 33	OTAT
II. OTHER ITEMS NEV CLASS C NEV CO	STAT BOWNO. FID VO. DOC. NO.Z./ NO CHANGE CLASS CHANGED TO: IS SCORET. JUST ZZ TO DATE SPECIAL PRODUCTOR BORD. AUTH: HR 70-3
A. OVERTIME. In addition to Time and At overtime administration has been transferred to now on, BFO/TR will furnish XO/TR a bi-monthly by OTR employees for presentation and discussion Unless specifically authorized and justified a will be required to take compensatory time off worked.	to the Budget Fiscal Section. From analysis of all overtime worked on at the OTR Staff Meetings. All employees, GS-11 and above.
B. OTR VACANCIES - GS POSITIONS.	
Component	Professional Clerical
Instructor Development Program Plans & Policy Staff Assessment & Evaluation Staff Support Staff/Headquarters Support Staff/ Basic School Intelligence School Language & External Training School Operations School/Headquarters Operations School/ Operations School/	25X1
* Includes: 3 Clerk Stenos - 2 applicants in process 1 Mail Clerk 1 Time, Leave, Pay Clerk - 1 applicant i	
by Congress as stated in In this co	eage rates were recently increased nnection, student and staff travel be .07 ϕ per mile. Local area ϕ per mile.

D. OTR TELEPHONE DIRECTORY. A revised telephone directory is being prepared in the Supply and Services Section. Completion and distribution of this directory is expected to be made on 22 August 1995 CIA-RDP58-00039A000200020121-5

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	E.	ALTERATIONS - LANGUAGE LAB - "I" BUILDING. Arrangeme	nts	are being	made
with	the	Office of Logistics for the following alterations in	" I"	Building:	

- 1. Conversion of 500 square feet of space in the west end of Room 2132 into classroom space by construction of a partition between this area and the recording booths.
- 2. Construction of partition in Room 2127, dividing this room into one 250 square foot combination office and classroom next to the outside wall and one 250 square foot area into a library and reading room next to the main hallway.
- 3. Construction of partition in Room 2129 to utilize unused space immediately inside entrance to this room as part of the library and reading room.

The net gain of space to the Language and External Training School would be one combination office and classroom and a library and reading room area.

25X1	F The Administrative Offic	er
25X1	has recently received two covering	
25X1	These contracts will be retained on file in the Office of the	23/\ 1
-0/(1	Administrative Officer, OTR, Room 1112 Alcott Hall, for the benefit of those	
	OTR employees who wish to know more detailed information about these types of	
	insurances.	
	G. STANDARDIZATION OF CAREER PLAN FORMAT. An analysis of the various School and Staff Career Plan submittals has resulted in sufficient evidence to warrant an attempt to standardize the OTR individual Career Plan format. At the outset of the Career Plan Program, it was agreed to leave the program unstructured until a sufficient experienced sample had been obtained.	o 25X1
25X1	are preparing an initial draft of such a for It is hoped that by January 1956, the final approved format will be available	rm .
25X1	H. SURVEY OF RECORDS -	
25X1 25X1	l. visited 15 August1955, accompanied by to conduct a Records Control Survey per agreement of 28 July	25X1
	1955. After a discussion with the the survey was	25X1
25X1	startedis presently at continuing this work and will remain there as long as necessary to complete the job at both Sites.	25X1
25X1	2. A Vital Materials Program for has been worked out per previous agreements. Vital Materials are currently being deposited in the vault at	25X1
	I. LETS MACHINE RUN. The Personnel Section has requested an Employee	

dir as

Greek indiginous personnel.

Machine Run in an effort to recruit a person to instruct English to a group of

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	J. INSTRUCTOR DEVELOPMENT PROGRAM. Officer, is verifying the status of the clearances on "in process" candidates for the Program. He is also following up with recruitment as to status of several requests for field interviews on likely prospects. OTR requested such interviews several weeks ago. The Personnel Section plans to have a report ready for discussion after the 6 September 1955, Career Service Board Meeting.	25X1
i ,	K. REGISTRAR ACTIVITIES.	
: :	1. The OTR Monthly Report of Trainees for July was disseminated 12 August 1955.	
	2. Memoranda for each of the IAC Agencies setting forth objectives of the Basic Orientation Course and the Intelligence Principles and Methods Course, and a procedure for enrolling their personnel in these courses have been signed by the DTR. These will be sent 17 August 1955.	
25X1	3. The Registrar will attend the DDP/TO meeting, originally planned to be held at in the conference room of on 17 August 1955. The new Integrated Operations Course and the revised Operations Support Course will be discussed.	25X1
25X1	4. reported for duty 16 August in the Registrar's office replacing who is transferring to the OS/OTR.	25X1
25X1	L. Weekly report of the utilization of facilities for the period 10 August through 16 August 1955 is attached.	25X1
	AAO/TR	25X1
25X1	Attachment Report	